

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 7th December 2022

6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Matt Child, Tim Rickards (Parent Elects), Heidi Smithson (minute taker)

In attendance: Alex Milich - with speaking rights.

1.1 Welcome

Amelia welcomed the Board to the meeting.

1.2 Apologies

Glen Mitchell.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- We have short-term International students starting mid-January 2023.
- Alex presented the E-asTTle data for year 4-8.
- Cheryl presented Curriculum level end of year data. The Board was very impressed with the student's results.
- Alex presented Maori & Pasifika data, which the Board discussed.
- The school has received funding from the Ministry to uplift Student achievement in Intermediate level. School to decide how to best use this.
- Cheryl presented the Better Start for Literacy data, this programme is working very well for the school.
- The Board thank Cheryl and Alex for their presentations.

I Anand, move that the Principals Report be moved as accepted.

Second: Catherine

Carried: All

2.2 Property Update

- We are waiting on the Ministry for the roll growth project.
- Property team met last week – Glen needs to speak to Steve re 5YA.
- We will have a Playground update in Feb 2023.
- Property team is wanting to do screens and concreting for Basketball Court ASAP.
- Property team is working on the PE shed.

2.3 Finance Update

- Nothing of concern for November.
- All receipts to be in to Marilyn by next Wed 14 December.

3. Strategic discussions and decision

3.2 Budget Sign Off

- 2023 Budget

It was moved to approve the 2023 Budget as presented

Moved: Amelia

Second: Tim

Carried: All

- Review Cyclical Maintenance Plan

It was resolved to accept the updated Cyclical Maintenance Plan as presented

Moved: Amelia

Second: Matt

Carried: All

- The Board of Trustees resolves to accept the useful life of the school's assets, as the following schedule:

Buildings	40 years
Furniture & Equipment	10 years
Information and Communication Technology	4 years
Leased Assets	3-5 years
Library Books	12.5% Diminishing Value
School Policy for Asset Items	\$1,000

It was resolved to accept the updated Cyclical Maintenance Plan as presented

Moved: Amelia

Second: Catherine

Carried: All

- Review Asset Register: as presented.

It was moved that the Board accepts that the asset register as presented represents the assets currently held in the school

Moved: Amelia

Second: Cheryl

Carried: All

3.4 Fundraising/Grants

- Nicole will have all the Fundraising/Grant information ready for the February 2023 meeting

4. Reviews

4.1 N/A

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

5.2 Teacher Registration and Police Vetting

- Teacher Registration and Police Vetting as given in principal's report.

5.3 Length of School Year

- Length of School Year as given in principal's report.

5.4 SUE

- SUE as given in principal's report.

5.5 Attestation

- Attestation assurances as given in principal's report.

6. Administration matters

6.3 Confirmation of previous minutes

I Amelia, move that the November meeting minutes be accepted as true and correct

Second: Catherine

Carried: All

6.2 Actions from Previous meeting action sheet

- All actions from November meeting to be carried over.

6.3 Correspondence as Listed

- None.

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.17pm

Board meeting concluded at 7.28pm

Next meeting is at 6.00pm on Wednesday 22nd February 2023.

----- **Sign and Date**
Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Nicole	<i>Funding calendar – Feb meeting</i>	
Catherine	<i>Fundraising plan – Feb meeting</i>	
Glen	<i>PE Shed – with property team</i>	
Glen	<i>Strategic projects moving forward</i>	
Property team	<i>Discuss School frontage strategy</i>	
Glen	<i>Speak with Steve re 5YA</i>	